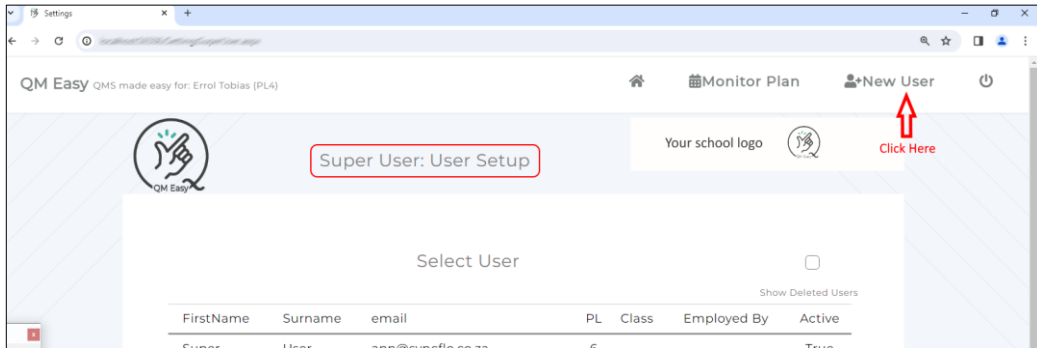




## Add New User Manually (Pg 1 of 2)

1) From the Super User: User Setup Screen, Select “New User”



2) Complete ALL fields and click “Save”.

New User Set Up

Your school logo

All fields are required.

\*First Name:

\*Surname:

\*email address:

\*Employed By:

DBE

\* Post Level:

0

Save

3) User is Saved – View then in the All Users list

localhost:56506 says  
Successfully Saved

OK

After this pop's up

Click Here

Your school logo

All fields are required.

\*First Name:

James

\*Surname:

Bond

\*email address:

james@syncflo.co.za

\*Employed By:

DBE

\* Post Level:



1

Save



## Add New User Manually (Pg 2 of 2)

4) Users profile is ready to be edited.



Super User: User SetupYour school logo 


Select User Show Deleted Users

FirstName	Surname	email	PL	Class	Employed By	Active
Super	User	ann@syncflo.co.za	6			True
Circuit	Manager	cm@syncflo.co.za	5		DBE	True
Errol	Tobias	errol@syncflo.co.za	4		DBE	True
Joel	Jammer	joel@syncflo.co.za	3		SGB	False
Sbu	Ndlovu	sbu@syncflo.co.za	2	3S	DBE	True
James	Bond	james@syncflo.co.za	1		DBE	False
John	Doe	john@syncflo.co.za	1	4J	SGB	False

5) Users to refer to <https://qmeasy.co.za/Downloads/FirstUseEnrollment.pdf> to complete their enrolment

QM Easy QMS made easyHomeFAQ'sDoc's and Downloads

Quality Management System (QMS) for School Based Educators

[Click HERE if you don't have a password yet and lets go fix that.](#) 

Log in email address